

SY2023-24 TN ALL Corps Attendance Guide

Overview

Monitoring student attendance is a critical part of the TN ALL Corps program, as attendance allows districts and the state to accurately measure student progress in sessions. This document provides an overview of attendance requirements for TN ALL Corps districts and how to meet the attendance requirements.

The process for rostering students through district SIS packages and taking attendance through SPEAR (State Programs Enrollment and Attendance Reporting) is similar to the 2022-2023 school year, with some minor changes which are outlined below.

In order to ensure that students receive a full twelve weeks of tutoring each semester, students must be rostered into tutoring courses no later than September 25, 2023. Students can only receive either ELA or Math tutoring in one semester and can be enrolled in only one tutoring course code. Students will not be able to receive both ELA and Math tutoring at the same time.

Attendance Requirements

TN ALL Corps districts are required to track, monitor, and report the attendance of students in TN ALL Corps tutoring. TN ALL Corps districts must;

- Record student attendance for each student in TN ALL Corps tutoring
- Report student absences to the state on an ongoing basis or at least monthly
- Record student attendance in SPEAR (State Programs Enrollment and Attendance Reporting) beginning no later than October 1, 2023.
- Input attendance data into SPEAR monthly for the prior month. For example, attendance for the month of September should be entered into SPEAR by October 30.

**Note that students participating in TN ALL Corps through the TN ALL Corps Community Partner Grant do not need to have attendance monitored and reported through SPEAR, as community partners must work to meet other requirements outlined in their grant contracts.*

Setting up Attendance for your District

Attendance for districts in the 2023-2024 school year will be taken in SPEAR (State Programs Enrollment and Attendance Reporting), a state app for capturing student enrollment. SPEAR will be set up for districts by pulling information from district SIS (student information system) packages. There are a few steps that need to take place in order to set up district SIS packages so that information flows into SPEAR for attendance purposes. Districts will be able to update SPEAR rosters by updating information in SIS packages.

Please work with your district EIS Coordinator to complete these steps. There is an EIS Coordinator instruction guide available [here](#).

Step 1: Set up Tutoring Classes

The first step is to set up tutoring classes in district SIS packages. Work with district EIS Coordinators in order to complete this step and send the appropriate SIS extracts. There are four course codes that have been set up in order to place students into tutoring.

Course Code	When to Use
G01X06	ELA TN ALL Corps Tutoring During the School Day
G02X10	Math TN ALL Corps Tutoring During the School Day
G01X07	ELA TN ALL Corps Tutoring Outside of the School Day
G02X11	Math TN ALL Corps Tutoring Outside of the School Day

Districts may set up additional tutoring sections, if desired. The students will be grouped by their tutoring class for their school in SPEAR. For example, a district may set up two “ELA TN ALL Corps Tutoring During the School Day” classes, one class for students in grades 1 – 3 and one for students in grades 4 – 6, as this allows the district to see just the students in each class. However, each class must have at least one teacher rostered to the class in order for the SIS package data to properly appear in SPEAR.

Districts should work with EIS Coordinators to set the following class parameters:

- Class type will be set to *pull out*, to not impact ADM calculations.
- Class begin date should be set to allow for tutoring attendance to be logged from the beginning. Districts should follow local SIS package requirements to ensure that the start date allows for the first day tutoring began.
- Class end date can be sent to indicate the end of tutoring for the school year; however, it is not a required field for EIS or SPEAR.
- Class duration should be left as the pull-out default or set as the number of minutes each tutoring session lasts. Duration must be at least 1 minute but no longer than 45 minutes. In some systems, the default class length for a pull-out class is 1 minute. Do not change this default.

Guidance on which extracts EIS Coordinators should send, as well as additional information is available in the EIS Coordinator instruction guide available [here](#). If your EIS Coordinator needs support with this step, please contact DT.Support@tn.gov.

Step 2: Add Students to Tutoring Classes

Once classes are set up, each student must be rostered to the proper tutoring class in the district SIS package. Student rostering data will then move from SIS packages into SPEAR so that districts may take attendance in SPEAR.

Working with EIS Coordinators, districts should place each student receiving TN ALL Corps tutoring into the proper class. Students will only be able to be rostered to one TN ALL Corps tutoring class at a time. Each student receiving TN ALL Corps tutoring must be rostered to the proper course code. Students may only be registered to **one** of the following course codes each semester.

Course Code	When to Use
G01X06	ELA TN ALL Corps Tutoring During the School Day
G02X10	Math TN ALL Corps Tutoring During the School Day
G01X07	ELA TN ALL Corps Tutoring Outside of the School Day
G02X11	Math TN ALL Corps Tutoring Outside of the School Day

Please note that these course codes should only be used for students receiving TN ALL Corps high-dosage, low-ratio tutoring. Students in other programs and students receiving tutoring through a Community Partner should not be placed in these TN ALL Corps course codes.

Step 3: Add Staff Members to Tutoring Classes

Teachers and school-based staff that need access to SPEAR for attendance purposes must be rostered through district SIS packages. Districts should work with EIS Coordinators to roster teachers. Guidance for EIS Coordinators on which extracts to send and additional information is available in the EIS Coordinator instruction guide available [here](#). If your EIS Coordinator needs support with this step, please contact DT.Support@tn.gov.

As teachers are added to classes, teachers will only be able to take attendance for the classes they are rostered to. Please note that, in order for district SIS data to properly sync with SPEAR, a teacher/tutor will need to be rostered to each class. Districts should work with EIS Coordinators in order to follow the unique package configurations of each district SIS package.

It is not recommended that districts have all tutors take their own daily attendance. Rather, it is recommended that the district selects school-based coordinators or administrators to update attendance to SPEAR. The school-based coordinators will need to have access to SPEAR and will need to be rostered.

District administrators will not be rostered within school SIS packages, but should request to be set as administrators, as outlined in Step 4. School administrators will be able to take attendance for all students and classes within their school. District administrators will be able to take attendance for all students and classes within their district.

Step 4: Request Access to SPEAR for Non-Rostered Staff

Non-staff members and staff members that are not rostered during the SIS package setup, noted in Steps 1 through Step 3, will need to request access to SPEAR prior to having access to attendance. District administrators, school administrators, and non-staff tutors who will be taking or managing attendance will need to request access.

If there is a case when a non-staff member needs access to take attendance in SPEAR, they do not need to be rostered through district SIS packages, rather they will go to the [Admin Access Requests Tracker](#) to request access directly to SPEAR. However, if a non-staff member is not rostered to a course through the district SIS packages, the course will not show an active teacher in SPEAR Admin.

SSO Account Requests: For users who do not have a SSO Account, go to https://tdoe.sharepoint.com/sites/access_requests/Lists/SSO%20Account%20Request%20Tracker/ to request an account. District EIS Coordinators will be able to support with this form, if needed.

SPEAR Access Requests: For tutoring staff users who require SPEAR access, go to https://tdoe.sharepoint.com/sites/tn_all_corps/Lists/Admin%20Access%20Requests%20Tracker/. User access requests are processed in real time, as they are received.

Support with Setting Up Attendance

For programmatic support, please reach out to Robbin Masters at robbin.masters@tn.gov.

For support on completing these steps, districts should work with district EIS Coordinators. EIS Coordinators in need of support with attendance set up should reach out to DT.Support@tn.gov.

Taking Attendance

Districts will report student absences for each student in TN ALL Corps tutoring. A password-protected website, <https://orion.tneducation.net>, will allow rostered staff to view and update student attendance. Individual student absences may be reviewed via the [SPEAR Portal](#).

SPEAR: TN ALL Corps Attendance Reporting

Overview

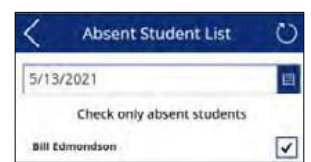
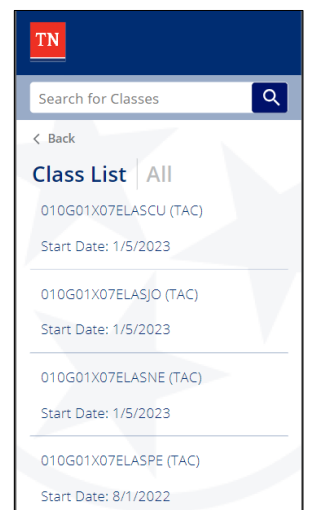
The Tennessee Department of Education (TDOE) is releasing an application for reporting attendance information in the TN ALL Corps tutoring program. This instruction overview provides information on recording attendance.

The attendance application is based on students rostered with the district SIS using the appropriate tutoring course code.

Attendance Reporting

1. Throughout the TN All Corps program period, districts will need to record when students are absent.
2. Login to TDOE Orion (<https://orion.tneducation.net>)
3. Find the SPEAR (State Programs Enrollment and Attendance Reporting) Application icon on your dashboard.
4. Launch the application from Orion. This will take you directly to the home screen.
5. Select the "View Districts" button. This will open a page with your District listed. Select your District.
6. The "School List" will display after selecting your district. Select the appropriate School from the list.
7. The "Class List" will display. Select the class to record attendance.
 - District Level Administrators will see all classes in all schools associated with a district.
 - School Level Administrators will see all classes within their school.
 - Tutors will see all classes to which they have been assigned.

**Note: Only check the box next to those students that are absent.
To remove the absence, simply uncheck the box next to the student.**



Attendance Frequently Asked Questions

How often is district data from SIS packages updated into SPEAR?

Data from district SIS packages will be uploaded to SPEAR on a nightly basis. Students and staff rostered in district SIS packages may take up to one week to be uploaded and appear in the SPEAR app. If you have sent student information that is not appearing in SPEAR after one week, please join us at [Office Hours](#) each Tuesday from 10:00 – 11:00 CST.

How does a district add a student to a tutoring class in SPEAR?

Students must be added to tutoring by being rostered through the district SIS package and assigning the proper tutoring course code to a student. Once the proper course code is assigned to a student, the data from the district SIS package will be loaded into SPEAR and the student will appear. This may take up to a week to be completed, as data is uploaded from district SIS packages to SPEAR weekly.

How does a district add a district administrator?

District administrators will need to request SPEAR access as a district or school administrator. This can be done by completing [this form](#). User access requests will be granted on a twice-weekly basis on Tuesdays and Thursdays, by the end of each business day.

If an administrator does not yet have a Single Sign On (SSO) account, the administrator must first request a SSO by completing [this form](#).

Can a district monitor attendance in a different platform?

Districts must record attendance in SPEAR. Districts may choose to record and monitor attendance on paper or in a different platform, then upload to SPEAR. Often, tutors will record student attendance on paper and turn it into the tutoring coordinator. Alternative ways of taking attendance are allowable, however district attendance must be uploaded to SPEAR at least monthly.

Who should take attendance?

It is recommended that districts appoint a coordinator at each school to track and record attendance into SPEAR. It is not recommended that each tutor uses SPEAR to track daily attendance.

How does a district record a student who has exited tutoring prematurely?

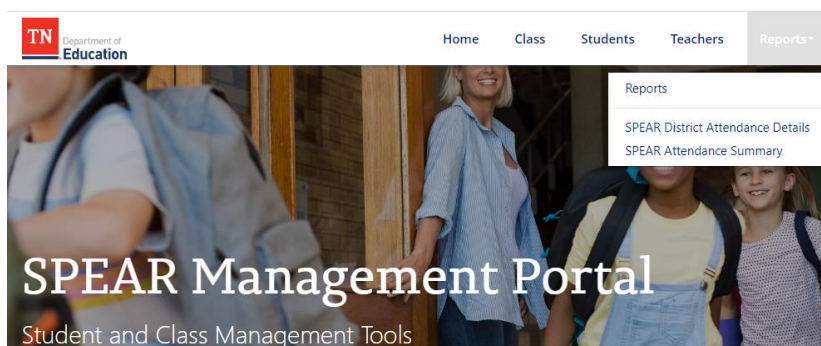
If a student begins the year in tutoring, then must exit for an unforeseen circumstance such as a move, the district should record the student's attendance in SPEAR for the time the student is in tutoring, then the student should be withdrawn from the tutoring course. Districts should work with the district EIS Coordinator to withdraw a student if they exit tutoring prematurely. **After the EIS coordinator has removed students from the EIS file**, the [Student Delete Template](#) should be completed. If an entire class needs to be deleted, complete the [Class Delete Template](#). These forms should be emailed to robbin.masters@tn.gov who will request that the student and/or class are manually deleted from SPEAR. Please allow 1 – 2 weeks for these deletes to take place. You do not need to mark students absent once they have been withdrawn from a class.

How Frequently Must Students be Rostered?

Districts must roster students in tutoring classes at the start of the year for both semesters of the school year. Rosters should be updated on an individual basis. Students who exit tutoring within or at the end of a semester must be withdrawn from tutoring. Students who are changing subjects at the end of a semester should be end dated from their original class and rostered to the new class for the new semester.

How Can I Monitor the Attendance I entered?

Users with District administrators have access to the SPEAR Admin portal. Two reports, Attendance Details and Attendance Summary, provide information necessary to audit your own attendance.



How should a district record attendance if a student is absent, then makes up a day of tutoring?

Absences should be recorded in SPEAR in order to accurately monitor attendance. If a student makes up a tutoring absence, the absence should be deleted in SPEAR. For example, if Student A goes to tutoring on Mondays and Wednesdays but is absent from school on Monday. Student A's tutor provides a supplemental tutoring session to Student A on Friday to make up for not having tutoring on Monday. Student A's absence should then be deleted. Removing absences can be done by unchecking a student's absence.

Contact for Questions

For programmatic support, please reach out to Robbin Masters at robbin.masters@tn.gov.

For support on completing these steps, districts should work with district EIS Coordinators. EIS Coordinators in need of support with attendance set up should reach out to DT.Support@tn.gov.

We will host office hours Tuesdays in August at 10:00 CT at [this link](#) to support rostering and enrollment. Both programmatic and IT tech support are available at that time and would be happy to support you.

Technical questions after August should be directed to DT.Support@tn.gov. Questions related to SIS packages should be directed to districts' EIS coordinator and/or SIS provider support.